Core Financial Project

Budget Execution

Change Discussion Guide

About This Guide

What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas; Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable and Standard General Ledger. This guide was developed to address changes in one of those process areas. The guide provides an overview of the process area, however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:
- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

Core Financial Project Overview

Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

Core Financial Project Scope

Budget Execution
Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

Purchasing
Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

Cost Management
Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

Accounts Payable
Prepares and delivers payments, as well as advanced payment processing for services rendered

Accounts Receivable
Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

Standard General Ledger
Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

Core Financial Benefits

Center Management

- Enable a "One NASA" Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
  – Providing consistent, accessible financial data

- Provide accounting and budgeting structure to enable Full Cost Management

- Support business-based, decision making
  – Providing timely financial information so that it can be used in the decision-making process

- Provide financial information backbone to be integrated with project management data for an integrated view of project status

- Provide technical foundation to lead NASA into the world of e-commerce and e-government

Core Financial Benefits

Resource Management

- Increase time available for meaningful management analysis
  - Reduce need to compile and reconcile data from disparate sources and systems
  - Provide a single point of data entry (elimination of duplication)
  - Provide a real-time, single, consolidated general ledger
  - Reduce research and analysis time by providing drill-down capability to original source documents

- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
  - Provide fully-automated purchase request creation, routing and approval
  - Provide a simplified bankcard process

Core Financial Benefits

Financial Management

- Resources used more effectively and efficiently
  - Automatic calculation of interest
  - Automatic aging of accounts receivable
  - Better handling of installment payments from customers
  - Automatic preparation of IRS 1099s for debt cancellations
  - Automated trial balances, FACTS I and II
  - Elimination of PAC and Hilite Reports
  - Elimination of FACS generation and transmission to NASA HQ

- Provide easier distribution of carrier account transactions

- Shared information across functions (e.g., accounting and procurement)

Core Financial Benefits

SAP

SAP—An Integrated System

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

SAP—An Agency-wide System

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods

Budget Execution Overview

Under the Core Financial Project of the IMF Program, Budget Execution is:
- Recording and tracking appropriations, apportionments, allotments, and budget authority
- Verifying and tracking the availability of funds
- Recording and tracking Operating Plan data
- Recording and tracking Phasing Plan data for commitments, obligations, costs, and FTEs/WYEs

In support of Agency design:
- Defining and configuring Programmatic and Non-Programmatic Budget Structures within SAP system functionality
  - The Budget Structure resides in two modules of the software
  - Through system integration and derivation rules and assignment functionalities, the structure is linked together

Primary Areas of Impact to Finance Community

Funds Control Processes
- Single Funds Control Process
  – Elimination of separate Allotment (NF 504) and Resource Authority (NF 506) fund control process
  – No issuance of Allotment (NF 504) to Centers

- Higher level of mandatory Agency-wide Fund Control
  – Mandatory funds control level for the Center will be the 506A/506A-R with exceptions
  – Configuration of SAP will accommodate non-standardized budget authority (NF 506A) Enterprise issuance levels
  – Exceptions for level of funds control will exist for such resource authority as labor, travel, ear-marked funds, sub-authorizations, reimbursables, and cost pools

- Carrier Account/Cost Pool Funding
  – Budget authority will be transferred from the Projects to the Carrier Accounts/Cost Pools based on service agreements for allocated type of services
  – Budget authority for direct type of services will cite the requesting Project account code

Primary Areas of Impact to Finance Community

Funds Control Processes
- Fund Reservation Process
  - Reimbursable
    - A blanket authority of reimbursable dollars will be established when a NF506A-R is received (Level 3 Fund Center)
    - As Reimbursable Agreements/Orders are received, a funds reservation document will be established for funding
    - This document will tie the reimbursable authority to a specified cost object
    - The funds reservation functionality provides funds control for specified tasks
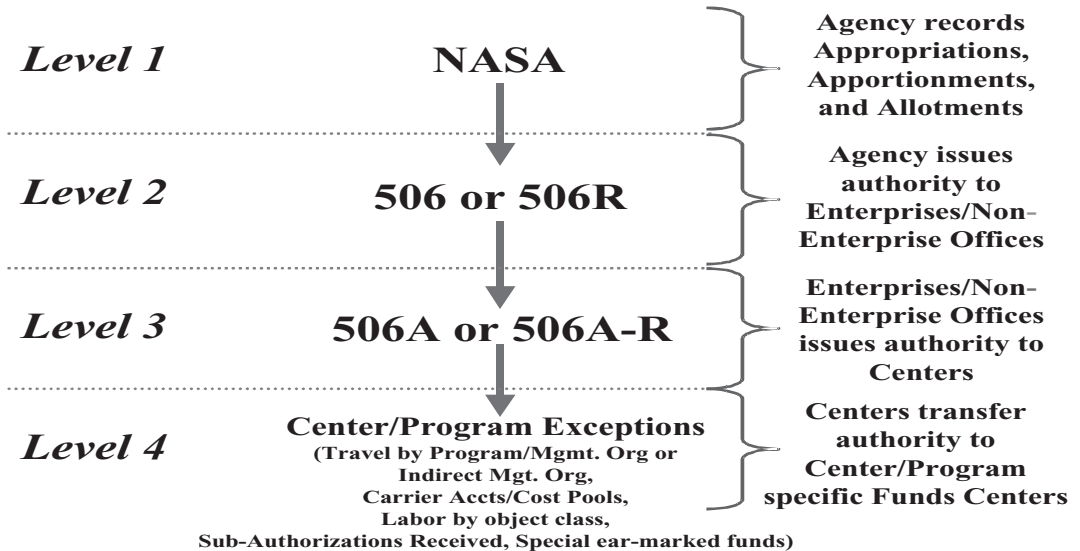
Budget Structure: Fund Center Structure

FM Budget Structure

- Structure is defined during the Budget Formulation process
- For a new operating year, appropriate structures will be updated in Core Financial in accordance with approved submitted Operating Plan
- Funds Center Structure
  - The Funds Center structure as necessary for Level 1 - Funds Distribution, Level 2 - Agency Enterprise, and the 506, Level 3 - Enterprise to Centers and Enterprise Offices, 506A/506AR
  - The Fund Center structure Level 3 will be considered a "floating hierarchy". No summary AWCS codes will be configured unless they will be used during the process of distributing funds
  - Funds Center structure Level 1 through 4 will be Agency controlled and maintained

Budget Structure: Fund Center Structure

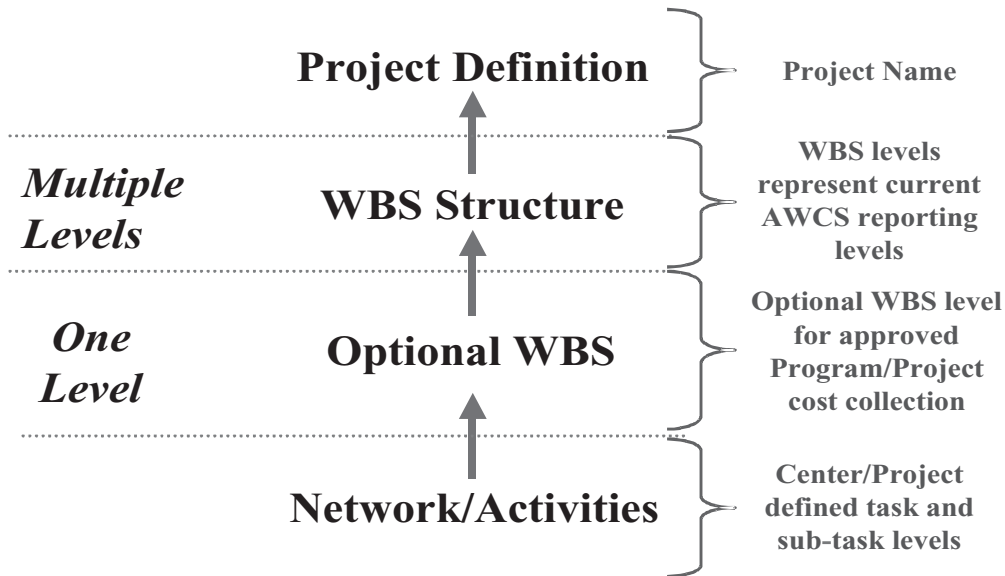| Level 1	**NASA**	Agency records Appropriations, Apportionments, and Allotments
Level 2	**506 or 506R**	Agency issues authority to Enterprises/Non-Enterprise Offices
Level 3	**506A or 506A-R**	Enterprises/Non-Enterprise Offices issues authority to Centers
Level 4	**Center/Program Exceptions** (Travel by Program/Mgmt. Org or Indirect Mgt. Org, Carrier Accts/Cost Pools, Labor by object class, Sub-Authorizations Received, Special ear-marked funds)	Centers transfer authority to Center/Program specific Funds Centers

Budget Structure: Project System Structure

Budget Structure

- Project System Structures
  - Project definition and WBS Level 1 corresponds to the AIN and 5 digit AWCS code
  - The AWCS reporting codes will be further configured to lower levels within the WBS structures as needed with agency approval
  - Network/Activities will be utilized by the Center to collect cost at levels lower than the AWCS reporting levels
  - WBS's and Network/Activities are Agency controlled and maintained
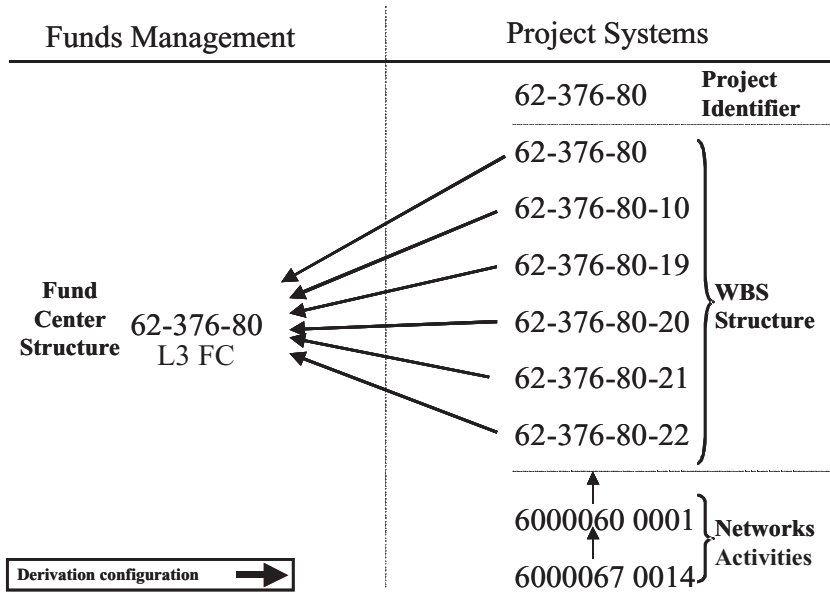
Project System Structure

Collection of Cost for a Project

	Project Definition	Project Name
Multiple Levels	**WBS Structure**	WBS levels represent current AWCS reporting levels
One Level	**Optional WBS**	Optional WBS level for approved Program/Project cost collection
	Network/Activities	Center/Project defined task and sub-task levels

Budget Structure: Project System Structure

Funds Control Relationship

Fund Center to Project System WBS

Funds Management	Project Systems

62-376-80   **Project Identifier**

WBS Structure
- 62-376-80
- 62-376-80-10
- 62-376-80-19
- 62-376-80-20
- 62-376-80-21
- 62-376-80-22

Fund Center Structure   62-376-80 L3 FC

Networks Activities
- 6000060 0001
- 6000067 0014

Derivation configuration ➡

Fund Verification Process: Direct Cite to a Project

Material Management Module	Project Systems Module	Funds Management Module
User enters account assignments on the Purchase Request. This data includes a Network/Activity or a WBS for a direct cite to a Project. In addition, examples of other account assignments are a Fund (Appropriation/Fund Source/Program Year/Fund Type), Cost Center (Performing Organization), and Internal Order number (Function Code).	**WBS represents the AWCS FACS reporting level.**	**Fund Center represents the 506A level of the AWCS.**

**WBS:
62-376-80-10-10** → **Fund Center:
62-376-80**

*WBS is linked to
Fund Center*

**Network/Activity:
6000060 0001** → **Network/Activity:
6000060 0001**

*Network is
linked to WBS*

*Network/Activity represents
Center reporting level below
the AWCS for Program task
and sub-task*

Fund Verification Edit Flow ➡

Primary Areas of Impact to Finance Resource Communities

Resources

Planning
- Operating Plan
  - Resides within the Funds Management and Project Systems module
  - Plans will be tracked against resource authority but not controlled
  - Multiple versions may be maintained
- Phasing Plan
  - Resides within Project Systems module
  - Plans can be further distributed to lower levels of Project WBS's
  - Plans will be tracked against actuals but not controlled
  - Multiple versions may be maintained

Reporting
- SAP Standard Reports
- Budget Execution Custom Reports
- Information delivery tools centered around data warehousing approach, such as:
  - SAP's Business Warehouse
  - Brio
  - Other current tools

Core Financial Role Mapping

A "Role" is:
- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:
- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE—Position Descriptions will not be changed as a part of the Core Financial project.)

Budget Execution Roles

BUDGET ADMINISTRATOR (Competency Center Role)

Description: The Budget Administrator (BA) is responsible for creation and maintenance of Agency defined budget structures which reside within Funds Management module of SAP, the creation, copying, and deletion of appropriate versions or values which represent Agency Operating Plans, and the maintenance of data integrity and security of these budget plans. In addition, the BA is responsible for the creation and maintenance of derivation rules that are configured in the FMDERIVER transactions. These rules establish the appropriate links between the Budget Structure that crosses two modules, Funds Management and Project Systems. In addition, these rules establish the association between Congressional Operating Plan Line Numbers and Enterprises with appropriate Agency-Wide Coding Structures (AWCS). The derivation rules are integral instruments insuring funds control within the Agency is linked to the required elements. The BA is also responsible for the creation and maintenance of Fund Classification values utilized by the Agency for budgetary reporting. The BA notifies appropriate Agency and Center functional owners of the creation, modification, and availability of the budget structure and budget plan versions. The BA role must be highly coordinated with the Project Administrator role in order to insure configuration of master data and proper functionality is achieved within SAP.

BUDGET MAINTAINER

Description: The Budget Maintainer is responsible for reviewing and analyzing Operating Plans; identifying funding issues; recording and distributing funding authority to include appropriation, apportionment, rescissions, supplements and budget authority to the Center levels; determining and requesting the Budget Administrator input approved budget structure changes; and notifying the Project Administrator of budget plan changes. In addition, the Budget Maintainer will notify Headquarters and Center functional owners of program year spending authority has been established at various levels within SAP.

BUDGET REPORT DESIGNER

Description: The Budget Report Designer is responsible for developing or designing reports for budget reporting.

Budget Execution Roles

BUDGET REPORT PROCESSOR

Description: The Budget Report Processor is responsible for running and analyzing budget reports and for coordinating with the Budget Report Designer to develop new or non-standard reports.

FUNDS RESERVER

Description: The Funds Reserver (FR) is responsible for the creation, maintenance, and closing of funds reservation documents which represent the direct funding portion of approved Reimbursable Orders, determining and setting funds control levels within line items of the funds reservation document, and notifying the appropriate personnel that funding is now available.

NETWORK/ACTIVITY MAINTAINER (Competency Center Role)

Description: The Network/Activity Maintainer (NAM) is responsible for creation and maintenance of network/activity structures in support of detailed WBS structures and notifying Center users of new networks/activities created.

PROJECT ADMINISTRATOR (Competency Center Role)

Description: The Project Administrator (PA) is responsible for creation and maintenance of Agency defined budget structures, which reside within Project Systems module of SAP, the creation, copying, and deletion of appropriate versions or values which represent Agency Operating Plans and Phasing Plans, and the maintenance of data integrity and security of these budget plans. In addition, the PA is responsible for the creation and maintenance of derivation rules that are configured in the FMDERIVER transactions. These rules establish the appropriate links between the Budget Structure that crosses two modules, Funds Management and Project Systems. In addition, these rules establish the association between WBS to Fund Center, as well as, Cost Center to Fund Center associations. The derivation rules are an integral instruments insuring funds control within the Agency is linked to the required elements. The PA is also responsible for the creation and maintenance of master data associated with Projects and their WBS structures. This master data represents values utilized by the Agency for budgetary cost reporting requirements. The PA notifies appropriate Agency and Center functional owners of the creation, modification, and availability of the Project structures and budget plan versions. The PA role must be highly coordinated with the Budget Administrator role in order to insure configuration of master data and proper functionality is achieved within SAP.

Budget Execution Roles

PROJECT PLANNER

Description: The Project Planner (PP) is responsible for reviewing and analyzing Operating Plans and Phasing Plans, recording and distributing Operating Plan fund values within Project Systems only, analyzing plans verses actuals, preparing and updating existing budget plans, and notifying Budget Administrator or Center Users of any plan changes.

Frequently Asked Questions

Will the Agency budget structure, which is currently part of the Agency-wide Coding Structure (AWCS), be the same in the new Core Financial system?
NASA has replaced the AWCS with the new Financial Classification Structure (FCS). Within the Core Financial software, the FCS has been configured to accommodate existing budget structures in use today. The budget structure, represented by UPN, System, and Sub-system codes, has been configured into two modules of the Core Financial software. Codes required for the distribution of resource authority have been configured in the Fund Center table of the Funds Management (FM) module. Codes required for the collection of detailed cost have been configured in the Project Systems (PS) modules as Work Breakdown Structures (WBS) within a Project. Through the use of derivation rules, associations are linked between Fund Center and WBS codes. This functionality ties the Agency budget structure together allowing for funds control at a high level while providing detail cost collection at a lower level.

How are new account codes requested, approved, and loaded in SAP?
Before a new operating year begins in the Core Financial system, the appropriate FCS codes will be validated against the approved Program Operating Plan (POP). If there are additions or deletions to coding structures, the Competency Center will update the system with the valid codes. Before implementation, Agency and Center procedures will be established to cover the request and/or approve of additions/changes.

Is the funds distribution process paper or electronic in the Core Financial system?
The current Resource Authority Warrant, NF 506/506A, funds distribution process will be electronic for those Centers who have implemented the Core Financial system. The paper issuance of the NF 506A must continue until a Center has gone on-line to the Core financial system. The paper issuance of the NF 506A will need to continue in order for a non-implemented Center to receive authority to operate.

Will planning information be available in the new system?
Both the Operating Plan (NOA) and Phasing Plan will be available in the Core Financial system. The Operating Plan utilizes the same table values and functionality as the funds distribution process in the FM module. The Phasing Plan is loaded against the WBS structures within each Project housed in the PS module.

How will my Project be able to view the data that has been entered in SAP?
Budget Execution is providing numerous reports that will provide funds availability reporting and detailed planning and actual comparisons. The reports will provide a current month, quarter-to-date, year-to-date, and inception-to-date views. The reports are deigned to provide budget authority, commitment, obligation, cost, and disbursement data, as well as Civil Service FTEs and Contractor WYEs by all elements of the FCS. In addition, the reports will provide the option of drilling down to the source information from such transactions as purchase requests or purchase orders.

Will data from the Budget Execution reports be real-time?
The reports utilized by the Budget Maintainer and the Funds Reserver role will view funds distribution data real-time. The Project Planner role, which is responsible for loading the Phasing Plan, will view the planning information real-time. The Report Processor role, interested in such items as the status of commitment, obligations, and cost, will be viewing actual and variance data as current as of the night before.

Key Terms

Activity: Element within SAP Project Systems that may identify Center tasks and/or subtasks.

Business Area: Element within SAP Financial Accounting that identifies NASA Centers.

Budget Sub-type: Element within SAP Funds Management when combined with other FCS elements that define funds control; provides SGL account mapping when recording such activity as appropriations, apportionments, allotments, authorities, and cost pools transfers.

Chart of Accounts: Element within SAP Financial Accounting that identifies the U.S. Standard General Ledger (SGL).

Commitment Item: Element within SAP Funds Management that identifies the NASA/OMB Object Classes.

Cost Center: Element within SAP Controlling that identifies 2 different hierarchies: 1) Service Pools or Carrier Accounts and 2) Performing Organization.

Cost Element: Element within SAP Controlling that is equal to commitments, obligations, costs, workforce civil service FTE's and Contractor WYE's.

Cost Element Group: A grouping of cost elements within SAP Controlling that is equal to Phase Plan.

Derivation Rule: Functionality within SAP Funds Management that provides the linking of specific FCS elements together in order to perform funds checking and control i.e. fund center linked to functional area.

Document Type: Element within SAP Funds Management that links back to the SGL.

Functional Area: Element within SAP Funds Management that represents current Congressional Operating Plan (COP) Line Item numbers.

Functional Area Group: Element within SAP Funds Management that represents the current five NASA enterprises and a non-enterprise office.

Key Terms

Fund: Element within SAP Funds Management that identifies the following four FCS elements: appropriation, fund source, program year, and fund type.

Fund Center: Element within SAP Funds Management, when combined with other FCS elements, will be used to distribute budget. Replicates current Agency-Wide Coding Structure (AWCS) structure through the 506A/506A-R level and lower level Center unique structures.

Fund Center Classification: Element within SAP Funds Management that represents the following 9 FCS elements: Lead Center, Program, Program Area, Program Office, Cognizant Office Owner, Cognizant Office Spender, Sub authorization Received, Secondary Lead Center and Budget Line Item. Fund Center Classifications are assigned to the Fund Center master record.

Funds Management: SAP Funds Management module providing funds control and distribution functionality.

Network: Element within SAP Project Systems (PS) module that may identify Center elements, tasks and/or subtasks. A network is a 7-digit system generated number that is linked to a Project WBS.

Project Definition: Element within SAP that is used as the Project Identifier/Description and is equal to the Level 1 WBS. The standard configuration of a project is equal to a 5-digit AWCS code (there are exceptions).

Project Systems: SAP Project Systems module that provides functionality for collecting detailed costs.

Version: Element within SAP Funds Management and Project Systems that identifies the different versions of the Operating and Phasing Plans, example Initial/Revised/Update.

Work Breakdown Structure (WBS): Element within SAP Project Systems that identifies the hierarchical AWCS structure beginning with the 5 digits and/or exceptions and is utilized to capture cost.

Core Financial Training

The four major components of the Core Financial training include: **RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).**

RWD SAP 4.6

This course is web-based. You are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training. **Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses. [NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.]**

The following highlights some aspects of the RWD SAP 4.6 training course:
- Provides an overview of the SAP system using generic examples and data
- Provides end-users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP Reporting, and additional SAP features (SAP Help, Using Matchcodes, and Using T-Codes)

Instructor-led Training (ILT)

There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training is:
- Led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants

Core Financial Training

Web-based Training (WBT)

The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. You will be able to access WBT on the NASA Intranet, at your workstation, during the two months prior to "go live". Web-based training:

- Provides a high-level overview of the Core Financial processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on a specific process or system (e.g., bankcard), and offers information you will need to understand the financial and accounting system in SAP.

SAP Mission Control – Online Quick Reference (OLQR)

The Core Financial SAP Mission Control (OLQR) tool is designed to provide you with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks you will perform within your roles and providing needed assistance to effectively use SAP to execute those tasks. This tool:

- Supports you on the job at your point-of-need
- Includes step-by-step Core Financial transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes

Training Invitations

You will receive your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses.

Budget Execution Curriculum

Course Name – Budget Execution

Description: This course will be comprised of four modules targeted for specific end-users within Budget Execution. It focuses on the processes and procedures for maintaining NASA's budgetary and cost data in the SAP system.

Module 1: Budget Structure
Description: In this module, end-users will receive: in-depth details of the NASA coding structure within Funds Management (FM), information about the creation and maintenance of fund centers; and details of the fund center hierarchy, fund center classifications and FM fund center derivation. (Roles: Budget Administrator, Budget Maintainer, Funds Reserver, Network Activity Maintainer, Project Administrator)

Module 2: Budget Funds Management
Description: In this module, end-users will learn how to establish and maintain Appropriations, Apportionment, Allotment, and Budget Authority for the various levels of funds distribution. This will include the activities at the Agency, Enterprise, and Center levels.

Sub-Module 1: Agency Level Funds Management
Description: In this topic, end-users will be presented with the funds distribution procedures and functionality at the Agency Level. (Roles: Budget Administrator, Budget Maintainer, Funds Reserver)

Sub-Module 2: Enterprise Level Funds Control
Description: In this topic, end-users will be presented with the funds distribution procedures and functionality at the Enterprise level. . (Roles: Budget Administrator, Budget Maintainer, Funds Reserver)

Sub-Module 3: Center Level Funds Control
Description: In this topic, end-users will be presented with the funds distribution procedures and functionality at the Center level. (Roles: Budget Administrator, Budget Maintainer, Funds Reserver)

Budget Execution Curriculum

Module 3: Project System Management
Description: In this module, end-users will learn how to manage, establish, and maintain project structures. This includes display of existing project structures, create new Project/WBS element structures, change Project/WBS elements, create/change Network and Activity structures, and create/change appropriate derivation rules. (Roles: Budget Administrator, Budget Maintainer, Funds Reserver, Network/Activity Maintainer, Project Administrator)

Module 4: Reimbursable Resource Management
Description: In this module, end-users will learn how to manage budgetary resources and project structures for cost collection for reimbursable projects. This includes establishing or maintaining the following: Reimbursable authority at the Agency/Center levels; Funds Reservations for reimbursable orders; and Project/WBS Element structures. (Roles: Budget Maintainer, Funds Reserver)

Course Name – Operating and Phasing Plans
Description: This course will provide end-users with information on how to create and update operating and phasing plans.

Module 1: Operating Plans
Description: This course will provide end-users with information on how to record and revise operating plans. (Roles: Budget Administrator, Budget Maintainer, Network/Activity Maintainer, Project Administrator)

Module 2: Phasing Plans
Description: This course will provide end-users with information on how to record and revise phasing plans. (Roles: Project Administrator, Project Planner)

Course Name – Report Generation - Budget Execution
Description: In this session, end-users will learn how use SAP to design and run standard financial reports, develop custom financial reports, and create cost and performance measurement reports. This course will also provide end-users with specific functional area report generation information. In addition, end-users will be introduced to the Business Warehouse (BW) Interface and learn how to execute BW reports, queries, and drill-downs. (Roles: Budget Administrator, Budget Maintainer, Budget Report Designer, Budget Report Processor, Project Planner, Funds Reserver, Network/Activity Maintainer, Project Administrator)

Core Financial Contacts

Who Should I Go To If I Have Questions?
Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, they will follow up with your Change Agent to address the question.

HQ Change Agents:

Codes/Areas Covering	Name	Code	Phone	Email
A, CO	Michael Chatman	CFA	(202) 358-0085	mchatman@hq.nasa.gov
A, CO	Sandra Smith	CFB	(202) 358-1307	sandy.smith@hq.nasa.gov
BF	Donna Dull	BFB	(202) 358-1035	ddull@hq.nasa.gov
BF	Bertha Lee	BFZ	(202) 358-0998	blee@hq.nasa.gov
BR	Mary Ellen Wirsing	BRA	(202) 358-1467	mwirsing@hq.nasa.gov
EAA	Omega Jones	EAA	(202) 358-0292	ojones@hq.nasa.gov
EU	Linda Worthington	CFA	(202) 358-1957	lworthin@mail.hq.nasa.gov
FE	Sherri Mcgee	FEA	(202) 358-1524	amcgee@mail.hq.nasa.gov
FE	Loretta Smith	CFA	(202) 358-2216	lsmith1@hq.nasa.gov
FM	Joyce Smith	FMA	(202) 358-1179	jsmith4@hq.nasa.gov
FP	Bill Ingerski	FP	(202) 358-1214	bingersk@mail.hq.nasa.gov
FT	Christine Hunter	FTA	(202) 358-2176	chunter@hq.nasa.gov
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HC	Reginald Walker	HC	(202) 358-0443	rwalker@hq.nasa.gov
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J	Christina Gibson	JXA	(202) 358-1121	cgibson@hq.nasa.gov
J	Jay Rosenthal	JXA	(202) 358-1122	jrosenth@hq.nasa.gov
JE	Christopher Hart	JEA	(202) 358-0115	chart@hq.nasa.gov
M - Funds processing	Andrea Ledbetter (Jordan)	M-6	(202) 358-4772	ajordan@mail.hq.nasa.gov
M - Funds processing and PRs	Vickie Walton	MAA	(202) 358-1016	vwalton@hq.nasa.gov
M - General	Gary Gaukler	MAA	(202) 358-1013	ggaukler@hq.nasa.gov
M - PR processing	John Watts	MAA	(202) 358-0101	jwatts@hq.nasa.gov
NMO at JPL	Angel Castillo	SJ	(818) 354-1585	acastillo@nmo.jpl.nasa.gov
P	Peggy Fleming	CFA	(202) 358-1456	pcarroll@hq.nasa.gov
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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.